



MINUTES OF IQAC MEETING

Minutes of the First Meeting of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane held on **Zoom platform** on **15.08.2020 at 10:30 a.m.**

Present Members:

Mrs.PratibhaKambli	In-charge Principal and chairperson
Mrs.ShraddhaGudekar	IQAC Co-ordinator
Mr.V.K.Wankhede	Management Representative
Ms.Minal Sohoni	Social worker
Mrs.ReshmaGawali	Teachers Representative
Ms.NeelofarBalewale	Teachers Representative
Mr.Shakid Qureshi	Alumini Representative
Mr.Gajanan Chougule	Non Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members. She enumerated that as per the decision of the College Development Committee, we are here to form the Internal Quality Assurance Cell of the College to function as per the NAAC Guidelines. All the members happily agreed to be a part of the IQAC Committee and promised to support the mission.

2. Aims and Objects of IQAC:

Mrs. Shraddha Gudekar explained the constitution of the committee and read out NAAC guidelines and the framework in which our committee is supposed to work. The chairman of the College declared her as the Co-ordinator of the IQAC Committee and all the members unanimously accepted the decision. Further, Mrs. Reshma Gawali was requested to assist to record the minutes of the meetings and offer secretarial support for the effective functioning of the committee.

3. Online Review Meeting with each department regarding Teaching-Learning & Internal Evaluation Process:

The Principal mentioned that each Faculty is taking online classes through Zoom, Google Meet, etc, and at the same time providing e-content prepared by them to the students through WhatsApp.

Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Ms. Neelofar Balewale.

Place: THANE

Date : 18.08.2020



Shraddha
IQAC CO-ORDINATOR

**IQAC CO-ORDINATOR
INTERNAL QUALITY
ASSURANCE CELL
SHREE JAYA ANAND COLLEGE**



MINUTES OF IQAC MEETING

Minutes of the Second Meeting of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at college office on **16.01.2021** at **11.30 am**.

Present Members:

Mrs. Pranali Patade	In-charge Principal and chairperson
Mrs. Shraddha Gudekar	IQAC Co-ordinator
Mr. V. K. Wankhede	Management Representative
Ms. Minal Sohoni	Social worker
Mrs. Reshma Gawali	Teachers Representative
Ms. Neelofar Balewale	Teachers Representative
Mr. Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members. She further congratulated all the members for their help and support extended by each during covid -19 pandemic for the successful completion of the academic year 2019-20. All the members happily accepted the greetings and jointly promised to work in coordination in the future too.

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on 15.08.2020 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.

3. IQAC Report:

IQAC Coordinator Mrs. Shraddha Gudekar placed before the meeting to discuss and develop strategies to continue academic activities, amidst the covid-19 pandemic which adversely affected the traditional classroom teaching. All the staff will work from home. She also stated that the college is planning to apply for NAAC accreditation hence; the IQAC meetings should be regularized.



4. Monthly Staff Meeting:

The Principal put forth the proposal to hold monthly meetings of all the teaching and non-teaching staff to discuss activities held in the month, as well as to plan the activities for the upcoming month. All the members welcomed the idea.

5. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Ms. Neelofar Balewale.

Place: THANE

Date: 19.01.2021



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IQAC CO-ORDINATOR

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MINUTES OF IQAC MEETING

Minutes of the Third Meeting of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at college office on **15.05.2021** at **11.00 am.**

Present Members:

Mrs.PranaliPatade	In-charge Principal and chairperson
Mrs.ShraddhaGudekar	IQAC Co-ordinator
Mr.V.K.Wankhede	Management Representative
Ms.Minal Sohoni	Social worker
Mrs.ReshmaGawali	Teachers Representative
Ms.NeelofarBalewale	Teachers Representative
Mr.Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members. She congratulated the team for working hard for the online Examination and motivated all to work even harder. She mentioned that the college will continue to organize events digitally for the overall development of students.

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on 16.01.2021 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.

3. Academic Calendar:

The IQAC Coordinator presented the Academic calendar for the year 2021-2022. She informed that it is drawn in coordination with the University calendar. After discussion and minor corrections, it was approved and adopted.

4. Vaccination Drive: The Principal informed that the college is planning to organize a vaccination drive for staff, students, and residents of the surrounding areas.

5. Blood Donation Camp:

The Principal informed that the college is planning to organise a Blood Donation Camp and Health check up with the help of NSS Students. Ms. Neelofar was given the responsibility for the same.

6. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Mrs.ReshmaGawali.

Place: THANE

Date : 19.05.2021



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MINUTES OF IQAC MEETING

Minutes of the **Fourth Meeting** of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at college office on **16.01.2022** at **11:00 a.m.**

Present Members:

Mrs. Pranali Patade	In-charge Principal and chairperson
Mrs. Shraddha Gudekar	IQAC Co-ordinator
Mr. V. K. Wankhede	Management Representative
Ms. Minal Sohoni	Social worker
Mrs. Reshma Gawali	Teachers Representative
Ms. Neelofar Balewale	Teachers Representative
Mr. Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members. She mentioned that **external examinations for the winter session will start from**

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on 16.05.2021 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.

3. NAAC Accreditation:

Mr. Wankhede and Mr. Swapnil Chavan explained in the meeting that the college has completed more than 6 years and now we should go for NAAC Accreditation. The Principal placed the suggestions and the same was approved in the meeting. She proposed to form a committee of seven members who would act as the criterion in charge and work under the guidance of the IQAC Coordinator.

4. Blood Donation Camp: The Principal informed that 200 units were collected from the camp organized in the month of November and December 2021. She also informed that the college is planning for 2 more blood donation camps and one health check-up camp in the coming period.

5. ICT Classrooms:

The IQAC coordinator requested in the meeting to provide ICT facilities in the classroom for the improvement of teaching techniques. After the discussion, Chairman promised to provide ICT Facilities i.e. LCD Projector, an Internet Facility, and a laptop for the exclusive use of teachers.



6. Library Matters:

The Principal placed before the meeting the proposal received from the Librarian for the purchase of E-Granthalaya Software for the partial automation of the Library. She also put forth the proposal to provide a computer and internet facility for the Library.

7. Feedback Analysis:

The Principal proposed an idea of introducing first time offline feedback system to be taken from different stakeholders: i.e. Students and Alumini for Curriculum, Teachers Quality and Feedback on Administrative and support facility provided by the college. After discussion it was decided to assign the work Mr. Manzoor Ahmed and Mrs. Mithila Khadapkar for feedback analysis.

The Principal informed the members that offline feedback is useful for academic progress and all the feedback forms are available to the respective class teachers. On previous meeting it was decided to start filling offline feedback system. The new feedback form is prepared by Mrs. Mithila Khadapkar.

All the members are requested to motivate the respective stakeholders to the respective class teachers and submit feedback form.

8. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Mrs. Reshma Gawali.

Place: THANE

Date : 19.01.2022



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MINUTES OF IQAC MEETING

Minutes of the **Fifth Meeting** of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at the college office on **16.05.2022** at **11:00 a.m.**

Present Members:

Mrs. Pranalipatade	In-charge Principal and chairperson
Mrs. Shraddha Gudekar	IQAC Co-ordinator
Mr. V. K. Wankhede	Management Representative
Ms. Minal Sohoni	Social worker
Mrs. Reshma Gawali	Teachers Representative
Ms. Neelofar Balewale	Teachers Representative
Mr. Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

- 1. Welcome Address by the Principal:**
The Principal offered a warm welcome to all the members.
- 2. Minutes of Previous Meeting:**
Minutes of the previous meeting held on 16.01.2022 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.
- 3. Academic Calendar:** The IQAC Coordinator presented the Academic calendar for the year 2022-2023. She informed that it is drawn in coordination with the University calendar.
- 4. Appointment of the staff:**
The Principal placed before the meeting the requirement of teaching staff for the ongoing courses. After the discussion, it was approved. The Principal was authorized to give advertisements for the requirements of the staff in the leading newspaper.
- 5. Webinar:** The Principal placed before the meeting proposal to conduct an online National Webinar on the Importance of Digital Library and Diabetes Care in Collaboration with Mumbai University and Ahmednagar College of Management along with ETI Ahmed Nagar. After discussion, it was approved.
- 6. Blood Donation:** The Principal informed that the college is planning to organize Eye Check up and Blood Donation Camp.



7. College Website:

Ms. Neelofar Balewale, the teacher's representative had drawn attention to the college website, which was not up to the mark. After the discussion, it was decided to appoint an expert in this field to reform the college website. The Principal and Chairman Sir was requested to look into the matter.

8. Annual Sports Meet: The Principal informed that Annual Sports Meet will be organized by the college in the Month of November 2022.

9. Feedback Analysis:

The Feedback summary of Offline Feedback was drawn. The Department heads had given remarks for the improvement thereof. The ATR in this regard, was discussed in the meeting. The bright performer was appreciated & weak performer were requested to improve upon their academic progress.

10. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Mrs. Reshma Gawali.

Place: THANE

Date : 19.05.2022



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MINUTES OF IQAC MEETING

Minutes of the **Six Meeting** of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at the college office on **16.11.2022** at **11.00 am**.

Present Members:

Mrs. Pranalipatade	In-charge Principal and chairperson
Mrs. Shraddha Gudekar	IQAC Co-ordinator
Mr. V.K. Wankhede	Management Representative
Ms. Minal Sohoni	Social worker
Mrs. Reshma Gawali	Teachers Representative
Ms. Neelofar Balewale	Teachers Representative
Mr. Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members.

2. Minutes of Previous Meeting:

Minutes of the previous meeting held on 16.05.2022 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.

3. College Magazine: Principal informed all the members that this year's inauguration of College Magazine will be in Annual Function on 24th December 2022. Ms. Gayatri Nayak was given the responsibility of Editor for the Magazine. Teachers were requested to collect articles and Poems in English, Hindi & Marathi for the Magazine.

4. Exams:

The Principal informed Internal Exams were conducted in the month of September 2022 and Sem I & Sem II were conducted in the month of October 2022 for B. Com, B. Com (Accounting & Finance) & BSC.IT students.

5. Annual Day: Principal informed that this year's Annual Day of the College will be held on 24th December 2022 at Gadkari Rangayatan, Thane. Teachers were requested to guide and motivate students to Participate. Mrs. Prajakta Vesvikar was given the work to prepare the list of rank holders to be felicitated at the Annual Day.

6. NSS Residential Camp: Principal informed all the members that this year NSS Residential Camp will be held from 5th February 2023 to 11th February 2023. NSS Co-ordinator was given the work to prepare the Programme list for 7 days.



7. Blood Donation Camp:

The Principal informed that the college is planning to organize more Blood Donation Camps. She also informed that NSS Students will be participating in the Mahamarathon organized by Lokmat in the month of December 2022.

8. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Mrs.ReshmaGawali.

Place: THANE

Date: 19.05.2022



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MINUTES OF IQAC MEETING

Minutes of the **Seventh Meeting** of the Internal Quality Assurance Cell of Shree Jaya Anand Commerce & Science Senior College (Night), Charai Thane at the college office on **16.03.2023** at 11.00 am.

Present Members:

Mrs. Pranalipatade	In-charge Principal and chairperson
Mrs. Shraddha Gudekar	IQAC Co-ordinator
Mr. V.K. Wankhede	Management Representative
Ms. Minal Sohoni	Social worker
Mrs. Reshma Gawali	Teachers Representative
Ms. Neelofar Balewale	Teachers Representative
Mr. Shakid Qureshi	Alumini Representative
Mr. Prakash More	Non-Teaching Representative

1. Welcome Address by the Principal:

The Principal offered a warm welcome to all the members. She congratulated all the members for the successful inauguration of the college magazine and Annual Day.

2. Minutes of Previous Meeting:

Minutes of the previous meeting held on 16.11.2022 were read. After discussions of various decisions taken in the previous meeting and implemented thereon, it was approved and adopted.

3. Blood Donation Camp:

The Principal informed that 232 units were collected from 4 Blood Donation camps organized by college.

4. Internal Exams: The Principal informed Internal Exams were conducted in the month of February 2023 For B.Com Accounting & Finance & BSC.IT students.

5. External Exams: The Principal informed that Semester II & IV for B.Com, B.com (A&F), & BSC.IT will be conducted in the month of April 2023.



6. Feedback Analysis:

The Principal proposed an idea of introducing offline feedback system to be taken from different stakeholders: i.e. Students, Alumini and Teacher for Curriculum, Teachers Quality and Feedback on Administrative and support facility provided by the college.

All the members are requested to motivate the respective stakeholders to the respective class teachers and submit feedback form.

The Feedback summary of Offline Feedback was drawn. The Department heads had given remarks for the improvement thereof. The ATR in this regard, was discussed in the meeting. The bright performer was appreciated & weak performer were requested to improve upon their academic progress.

7. Vote of Thanks:

As there was no other business, the meeting was concluded with a Vote of Thanks by Ms.Neelofar Balewale.

Place: THANE

Date: 19.05.2022



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